

How to work with NAVFAC SW

Basic instructions for new contractors



- **Step 1 – Determine your NAICS Codes**
<http://www.census.gov/eos/www/naics/>
- **Step 2 – Register in SAM**
<http://www.sam.gov>
- **Step 3 – If SB, Register in Dynamic Small Business Search database**
<http://dsbs.sba.gov>
- **Step 4 – Monitor Solicitation Websites**
<http://www.neco.navy.mil>
<http://www.fbo.gov>
- **Use additional free resources available to you.**

Additional Resources



Small Business Administration

<http://www.sba.gov>

Procurement Technical Assistance Center

**[http://www.dla.mil/SmallBusiness/Pages/Procurement
TechnicalAssistanceCenter.aspx](http://www.dla.mil/SmallBusiness/Pages/ProcurementTechnicalAssistanceCenter.aspx)**

NAVFAC Small Business Websites

<https://smallbusiness.navfac.navy.mil>

http://www.navfac.navy.mil/navfac_worldwide/atlantic/fecs/southwest/about_us/small_business.html

Forecasting Tools

Posted on solicitation websites



Sources Sought Announcements

***** This is your only opportunity to affect the procurement strategy. Respond if you would bid on the solicitation.**

Requests for Interest

Industry Forums

Publicized Forecast Announcements for MILCON and other special programs.

Special Notices publicized on solicitation websites.

How to Respond to Solicitation



- 1. READ ENTIRE SOLICITATION including the fine print!**
- 2. Read all contract clauses included by reference.**
 - a. <http://www.arnet.gov/far>**
 - b. <http://farsite.hill.af.mil/vfdfara.htm>**
- 3. Read evaluation criteria carefully. Make sure you understand submittal requirements and limitations.**
- 4. Address all components of multi-part questions or requirements.**
- 5. Proof read entire proposal.**
- 6. Get your proposal in ON TIME and in proper format.**